

Application

Application [Form TC-303](#) must be filled out completely, signed by the dealer and salesperson and notarized appropriately. Applicants must also submit a personal photograph no smaller than passport size . Black and white or color photographs are acceptable. All photographs must be of good quality.

Fingerprint Card

All applicants must submit a fingerprint card which can be obtained at MVED or you may check with one of the local police departments for availability. Fingerprints should be taken at a local police department. A nominal fee may be required.

Fees

Salesperson licenses are renewed annually at the conclusion of the Tax Commission fiscal year, June 30. License fees are not pro-rated and all licenses will expire on that date if not renewed prior.

License fees are as follows:

- Salesperson License: \$31 plus \$25 for fingerprinting
- Salesperson Transfer: \$5
- Renewal \$31

Make all checks payable to the Utah State Tax Commission

Waiver

Applicants are required to complete a waiver ([Form TC-465](#)) allowing BCI to share fingerprint information with MVED. A waiver form can be obtained at the Tax Commission office, 210 North 1950 West, Salt Lake City, or by clicking here:

[TC-465](#)